



Minnesota Board of Barber Examiners

University Park Plaza Building

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Minneapolis, MN 55414

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BARBERSHOP APPLICATION

Please select the application type:

____ **New Barbershop** \$85.00 (Barbershop license/registration expire June 30 regardless of issue date)

____ **Change of Ownership** \$55.00 (Currently licensed/registered shop only. Annual fees will apply)

Previous Shop License/ Registration Number _____

Previous Shop Name _____

Previous Shop Owner printed name: _____

Signature _____ Date _____

(Required for change of ownership, if unavailable use New Barbershop)

____ **Shop Relocation** \$55.00 (The complete application is required when the shop changes location – only the current shop owner may apply to change location)

Shop License/Registration Number _____

Previous Shop Address _____

All parts of the application must be complete for processing.

Barbershop License/ Registrations expire annually on June 30 regardless of issue date.

Applicant Information Collection and Use

The information collected during the application process is used to determine eligibility for examination or barber registration/license. You are not legally obligated to provide any of the information requested. If you do not provide the information the Board may be unable to process your application resulting in the application process being delayed or the application being denied.

The Board is required to have licensee Social Security number on file by Minnesota Statute 270C.72 and cannot issue a license without having the number. Your Social Security number may be requested by and released to the Minnesota Commissioner of revenue and may be used for revenue recapture as authorized by Minnesota Statute. Minnesota Statute 13.355 classifies Social Security numbers as private data on individuals and your Social Security Number will not be released except as specifically authorized by law.

Upon issuance of a certificate, license, or registration all information provided during the application process will become public information pursuant to Minnesota Statute Chapter 13.41 Subd. 5, with the exception of Social Security Numbers as specified above.

To avoid delay in processing please complete all parts of the application and provide all requested documentation. Applications are not complete and cannot be processed until all information and documentation is provided.

You should receive information regarding the status of you application within 10 business days of the Board receiving the completed application. If you have questions regarding the application process or need assistance please call the office at 651-201-2820 Monday - Friday 8:00 am to 4:30 pm excluding holidays. If we do not answer please leave a message and we will return the call.

Pursuant to Minnesota Statutes 604.113 and 609.535, the Minnesota Board of Barber Examiners is authorized to charge a service fee of \$30.00 for any check that is returned for nonpayment

Barbershop Information:

Barbershop Name			Barbershop Telephone Number	
Address (Barbershop location)			MN Tax Identification Number	
City	State	Zip Code	County	
<input type="checkbox"/> Use this address for mailing.		<input type="checkbox"/> Use an alternative address for mailing.		
Alternative Address:				

Please indicate days and hours the barbershop will be open for business: Barbershop must be under the direct supervision of a registered barber during all hours of operation.

Is this barbershop open by appointment only? _____ Yes _____ No

_____ Monday from _____ to _____

_____ Tuesday from _____ to _____

_____ Wednesday from _____ to _____

_____ Thursday from _____ to _____

_____ Friday from _____ to _____

_____ Saturday from _____ to _____

_____ Sunday from _____ to _____

Total square footage of barbershop: _____

Number of barber stations: _____ Number of sinks: _____ (not counting restrooms)

Is this location also licensed as a cosmetology salon? _____

If yes how many cosmetologist work at the location? _____

Is this barbershop in a residence? _____

If yes, the barbershop entrance and barbershop restroom must be completely separate from the residence.

Is this barbershop co- located with another business? _____

If yes, please note:

Minnesota Administrative Rules 2100.7700 OTHER USE OF PREMISES.

Subpart 1. Prohibited uses: No person shall use any room or part of a place which is also used for residential purposes, or any business purpose other than barbering, unless the areas are separated by substantial partition, extending from the floor to the ceiling. Further, any door or other entrance leading into the residential or other business portion of the building must be used only for the passage of barbers or other employees.

Subp. 2. Exception: barber shop with beauty shop: Subpart 1 notwithstanding, a beauty shop and a barber shop may be operated in conjunction, without being separated by a partition of ceiling height.

DESIGNATED REGISTERED BARBER

- A designated registered barber is required for all barbershops (barbershop manager).
- A registered barber may be the designated registered of more than one shop
- A registered barber, not necessarily the designated barber, must be present during all hours of barber shop operation.

Registered Barber Last Name	Registered Barber First Name	Barber License Number
Barber Signature:		Date:

Barbershop Ownership Information

Choose ownership structure:

____ Corporate Ownership

Corporation/Company Name	Type of Incorporation or structure	CEO Name	
Corporation Address		Telephone Number	
City	State	Zip Code	County
MN Tax Identification Number (required)		Contact person and phone number:	
**Attach a copy of the certificate of incorporation to the application.			

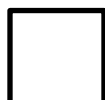
____ INDIVIDUAL OWNERSHIP

Owner Last Name	Owner First Name	Date of Birth (required)	
Address	Telephone Number	Owner Social Security Number	
City	State	Zip Code	County
Social Security Number (required)		Email (optional)	

SHOP FLOOR PLAN

Please read carefully

- Draw a diagram of the barbershop floor plan.
 - Each room used for barbering services must have a sink.
 - Each barber station must have unobstructed access to a sink or shampoo bowl within 5 feet of the chair or there must be a dispensary that includes a sink for cleaning tools. Two or more barber stations may share a sink.
- Include all partitions, doorways, workstations, waiting area, restrooms etc...Label each room/area
- If the shop is also a cosmetology salon clearly label the barber workstation(s)
- You may attach a blue print or formal drawing – all items must be labeled, please indicate in the grid below if an alternative drawing is attached.



= Chair



=Sink



=Shampoo Sink



= Dispensary

A dispensary must be located in each Barbershop and each barber school where hot and cold running water is not present within five feet of the working chair. A dispensary is a room, booth, or area with a sink where implements will be cleansed, disinfected. See MN Rules Chapter 2100.8100 subpart 3 for details.

BUILDING AND ZONING COMPLIANCE

To assure that the proposed Barbershop is in compliance with all applicable local building and zoning ordinances, this page must be completed for all Barbershop application types.

BUILDING AND ZONING COMPLIANCE STATEMENT TO BE COMPLETED BY ZONING OFFICIAL, ORIGINAL SIGNATURE REQUIRED

I attest that the barbershop identified in this application is in compliance with local building and zoning requirements.

City or County of Jurisdiction

Signature of Zoning Official

Title

Date

Printed Name of Zoning Official

Telephone

OWNER AND DESIGNATED REGISTERED BARBER RESPONSIBILITIES

154.01 REGISTRATION MANDATORY. States in part

... c) No person shall operate a Barbershop unless it is at all times under the direct supervision and management of a registered barber and the owner or operator of the Barbershop possesses a current shop registration card, issued under sections 154.001, 154.002, 154.003, 154.01 to 154.161, 154.19 to 154.21, and 154.24 to 154.26 by the Board of Barber Examiners.

2100.7100 SHOP REGISTRATION CARD.

Upon application for a Barbershop's first shop registration card ... a proposed floor plan will be submitted for the board's approval at least 30 days prior to the scheduled shop opening date.

The floor plan is part of the application therefore shop applications are to be submitted at least 30 days prior to the scheduled shop opening.

Renewal

Your shop license/registration will expire each year on June 30th regardless of the date it was issued. Failure to renew prior to that date will result in additional fees to reinstate the license/registration.

The board sends renewal notices as a courtesy only. It is the shop owner's responsibility to assure the license/registration is renewed on time

Name Change

If you change the name of your Barbershop, you must notify the Board immediately by completing a change of name application.

If the owner of the Barbershop has a personal change of name, please notify the board including a copy of the legal document that changed your name (marriage certificate, divorce decree, naturalization papers)

Address Change (change of location)

If you change the location of your Barbershop you must notify the Board by completing a Barbershop application indicating the change. The entire application must be completed when the shop changes location. Only the current owner of record may change the location of a barbershop.

Barber Laws and Rules

All Barbers and Barbershops are required to comply with Minnesota Statute Chapter 154 and Minnesota Rule 2100.

Copies of the Minnesota Barber Laws and Rules may be purchased from the Minnesota Bookstore (651.297.3000-660 Olive Street, St. Paul) or at: www.leg.state.mn.us

CERTIFICATION OF APPLICANT

I certify that the information included within this application is true and correct. I also certify that this document has not been altered or changed in any manner from the form adopted by the Minnesota Board of Barber Examiners.

Signature of Applicant

Date

Subscribed and sworn before me this ____ day of _____, 20 ____.

Notary Seal

Notary Public

County: _____

My Commission Expires: _____

11/2016

This document is available in alternative formats to individuals with disabilities by calling 651-201-2820 or MN Relay Services for Hearing or Speech Impaired: 1-800-627-3529

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